

Position Vacancy Announcement



NO: 07/01

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: A30-001 FRAUD INVESTIGATOR ASSISTANT, FSN-8, FP-6

OPENING DATE: AUGUST 2, 2007

CLOSING DATE: AUGUST 16, 2007

WORKING HOURS: Full-time; 40 hours/week (7:30 a.m. to 4:30 p.m.)

SALARY: *Not-Ordinarily Resident: Starting Salary and Position Grade FP-6 to be confirmed by Washington.

*Ordinarily Resident: \$244,655.13 pesos per year (Starting salary)
(Position Grade: FSN-8)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate Merida is seeking an individual for the position of Fraud Investigator Assistant in the Consular Section.

BASIC FUNCTION OF POSITION:

The employee conducts complex and sensitive investigations related to consular fraud to include applications for nationality, immigrant, non-immigrant and other benefits provided under the Immigration and Nationality Act (INA), and which may involve other state and federal agencies of the U.S. as well as the host government. The incumbent establishes and maintains liaison with a wide variety of persons in government and private sectors. Gather, research, analyze, evaluate and interpret data relating to fraud and fraud trends. Provide training related to fraud prevention.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Bachelor degree required (criminal, civil, law).
- One year if directly related to (1) consular work or (2) fraud investigation in the private sector or in government. Two years experience if work involved (1) investigations in related fields or (2) extensive public contact such as customer services required.
- Level IV (fluent) English and Spanish spoken/written in order to translate materials in the host language required.
- Good knowledge in the use of the PCs programs such as: Word, Excel, Power Point, etc. is required.
- Must possess a valid driver's license.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving an initial probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. All Local Employee Staff (LES) who have less than one year working for the Mission are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will NOT be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their Form DD-214 with their application.
4. Copy of current drivers license.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Consulate Merida
Calle 60 No.338-K por 29 y 31
Col. Alcalá Martín
97050 Merida, Yucatan. Mexico.
FAX: (999) 942-5777

Please check the U.S. Embassy web site for future vacancy announcements: www.usembassy-mexico.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US Citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: AUGUST 16, 2007

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



David Bbuman
Management Officer

drafter: JPadilla

cleared: KBarton
IHerrero
JGavagan

SJohn son
SGarrett